Introduction

Your health, safety and wellbeing at work is important. The Government of Jersey recognises their responsibilities in ensuring you have both a safe place of working and can work safely while carrying out your job. '**Healthy Working'** (HW) is an online training and assessment programme for staff who are considered to be display screen equipment users. It is designed to assist you in setting up your workstation, to identify if you have the appropriate environment and equipment to be able to do this.

There are 4 modules to the programme which need to be completed in order - the step by step guide below will assist you to do this.

Accessing 'Healthy Working'

You will receive an email invitation from **Cardinus** which contains a link to the login page for 'Healthy Working'. The programme is password protected so when you access it for the first time you will need to set up a password, you can do this by clicking on 'set new password' you will be emailed another link to do this, just following the on-screen instructions. The first time you access the system it will take you to the hub page, from here you must select the 'Healthy Working' icon. The next time you log in, using this link will take you straight to the training.

To log in to HW you will need your user ID (work email address) and your new password, you will need to access the programme more than once so save the link, or even better create a shortcut on your desktop.

N.B. If an error message appears, click on the link and try again.

When you are successfully logged in you will be taken to a user details screen, check all of the details are correct and then click on submit. If any of the details are wrong contact your departmental operational contact who will update them for you.

Home page

Your homepage has a welcome message on it and guidance about completing the programme, a record of your actions and access to some helpful resources. This is also where your certificates and risk assessment reports can be found when you have completed the programme.

At the top of the page you will find a language icon, this allows you to change the text into Portuguese or Polish if this is easier for you. There is also a support icon available, but you should contact your operational contact before using this option.

To begin the programme, go to the actions box and click on the first module.
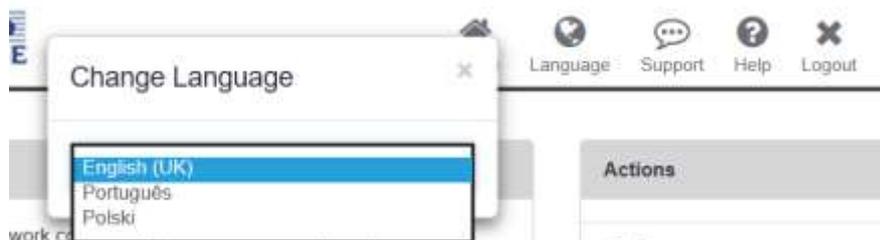
Module 1 Profile

To set up your individual profile click on the profile tab, this will take you to various scenarios, select the options that are appropriate to how you are currently working, for example if you are working from home using a laptop select them both, you can select as many as you need, however if you are doing the assessment as a home working only select the options available to whilst working at home. Your selections will tailor the rest of the programme to your situation.

Module 2 E-Learning

Once you have saved your profile you will be taken automatically into the E-learning modules. These are a mixture of modules based both on your individual profile information and some mandatory health and safety guidance related to working safely. The E-Learning is interactive, and you will be asked questions as you work your way through the modules. You do not have to complete the E-learning all in one go, you can log out at any time, when you log in the next time you will be taken back to where you previously finished. There is also a small test at the end. When you have completed this you are automatically taken to Module 3.If this does not happen you can access it from your home page.

Module 3 Risk assessment

In this module, you need to answer a range of pictorial questions. These look at general conditions, your posture, the equipment you are using and the area you are working in. If you are working from home, you must answer these questions based on your home work area and the equipment you are currently using. This will help us to decide whether your work station is suitable or whether more can be done to help you work safely. If you work both remotely and in the office, answer the questions based on the location you work at most.

Module 4 My Healthy Working Plan

'My healthy working plan' is individual to you and is generated automatically from the information given in the previous risk assessment module. As this is *your* action plan, you are responsible for trying to resolve any issues, reporting any unresolved issues to your line and updating your plan when anything changes.

On the left side of the screen you will see the actions needing to be completed, these are based on the information you gave in your risk assessment.
Clicking on each action you will be given some guidance on how to resolve the issue, for

example if you answered in the previous questions that your monitor Is too high or low the action for '*Monitor adjustment for neck position*' will appear, when you click on this guidance on how to resolve this comes up in the box on the right.

If you follow the guidance, you may be able to resolve the issue. If you have been successful, you now need to record your problem has been resolved. Otherwise it will remain unresolved.

If the answer is yes, it will be recorded as completed on your dashboard, if the answer is no you will be told to alert your manager. You need to repeat this process for all of your actions, and when you have done this your dashboard will move to 100%. This means you have completed all of the actions, but not that they have all been resolved.

Once you have completed your healthy working plan, go back to your homepage via the home icon in the task bar at the top. Your actions box will show you have completed all of the modules but may still show some issues that remain unresolved.

Actions		
Profile	Completed	☑
E-Learning	Completed	☑
Risk Assessment	Completed	☑
My Healthy Working Plan Unresolved	Completed	☑

Reporting unresolved problems

It is your responsibility to let your manager know that you have some unresolved problems.

To do this go to the resources section at the bottom of your home page, you will now see a risk assessment report, click on this to find a record of your assessment. Print or down load a copy of this report. If you have any unresolved issues you must send a copy to your line manager so further actions can be taken. Remember to always update your action plan when problems have been resolved.

Monitor

Question	Answer	Original risk	Current risk
When using your laptop do you use?	Neither	4	4
If your screen is not directly in front of you can you adjust it so that it is?	My screen is already directly in front of me	0	0
Which statement most closely matches the height of your screen?	The top of my screen is below my eye level and I look down to it	4	4
Please select the picture that most closely matches the distance of your screen?	My screen is less than an arms distance away	4	4
Do you wear bifocal or progressive lenses?	Yes	0	0
When using bifocal or progressive lenses there is a risk that you may bend your neck up or down or hold a fixed position to view the screen. Do you do this?	No	0	0
Are you easily able to read everything on your screen?	Yes	0	0
Is your ability to work affected by glare on your screen?	No	0	0
Is your screen's image stable, with no flickering?	No	4	0
Do you know how to adjust your screen's brightness and contrast to achieve viewing comfort?	Yes	0	0

Certificate for 'Healthy Working'

You can find your training your training certificate in resources on the homepage. You may be asked to provide a copy of your certificate to your manager or to People Services so it's always a good idea to either down load or print a copy for your own records.